BCIS *Online* User Guide

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1. Introduction

Welcome to the BCIS *Online* service.

This guide describes how to access the service, and how to retrieve information from each section. It is not an exhaustive guide and updated information is always available in the on-line 'Help' pages throughout the service. BCIS continues to develop the service and this guide may not include details of the latest developments.

BCIS welcomes any comments you have about any aspect of the service. We may not always be able to adopt your suggestions, but over the years, BCIS *Online* has developed from the feedback received from users.

As the service is available exclusively to subscribers you will need to enter a Login ID and password each time you access the service (unless your organisation subscribes to a corporate package which allows direct login via your intranet). Please make sure that anyone within your office who will be accessing the service knows the Login ID and password. However, our ability to continue to offer the service is compromised if non-subscribers have access to the service, so please do not pass them on.

BCIS is a reciprocal service; if you have any questions about data collection please contact us.

2. Before you start

Your computer will need a web browser and a connection to the Internet to access BCIS *Online.* The site has been designed for use with Microsoft's Internet Explorer 4 with Service Pack 1 (or a later version) but you can also use the equivalent version of Netscape's Navigator (although the layout will appear slightly different in places). If you use an Apple Mac computer, BCIS *Online* is available using Netscape's Navigator 4.7 or Microsoft Internet Explorer Version 5 for Mac.

We recommend that you use a screen resolution of 1024 by 768 pixels to see the site's page layout at its best but a screen area of 800 by 600 pixels is the minimum required. You will also need Adobe Acrobat Reader which is available free of charge from Adobe (www.adobe.com). If you have a firewall it should be set to allow form data through.

3. Logging On

To access BCIS *Online*, open up your internet browser (eg Internet Explorer or Netscape) and connect to the internet (if it is not already connected). Enter the following address in the address bar: http://service.bcis.co.uk. Please note that there is no www in the address.

You will see the BCIS *Online* service open up in a new window. Enter your Login ID and Password and either press return or click on the Login button. You will then see the BCIS *Online* home page with your organisation identified at the top of the page.

Hint: Neither your Login ID or password is case sensitive, but you must be careful to enter a number 0 or 1 or letter o or l where appropriate.

Note: By logging into the service you are agreeing to the Terms and Conditions under which the service is offered by BCIS including the payment of the subscription fee. You give the authority to enter into or extend this contractual relationship to anyone you allow (by action or default) to use the Login ID and password issued to you by BCIS.

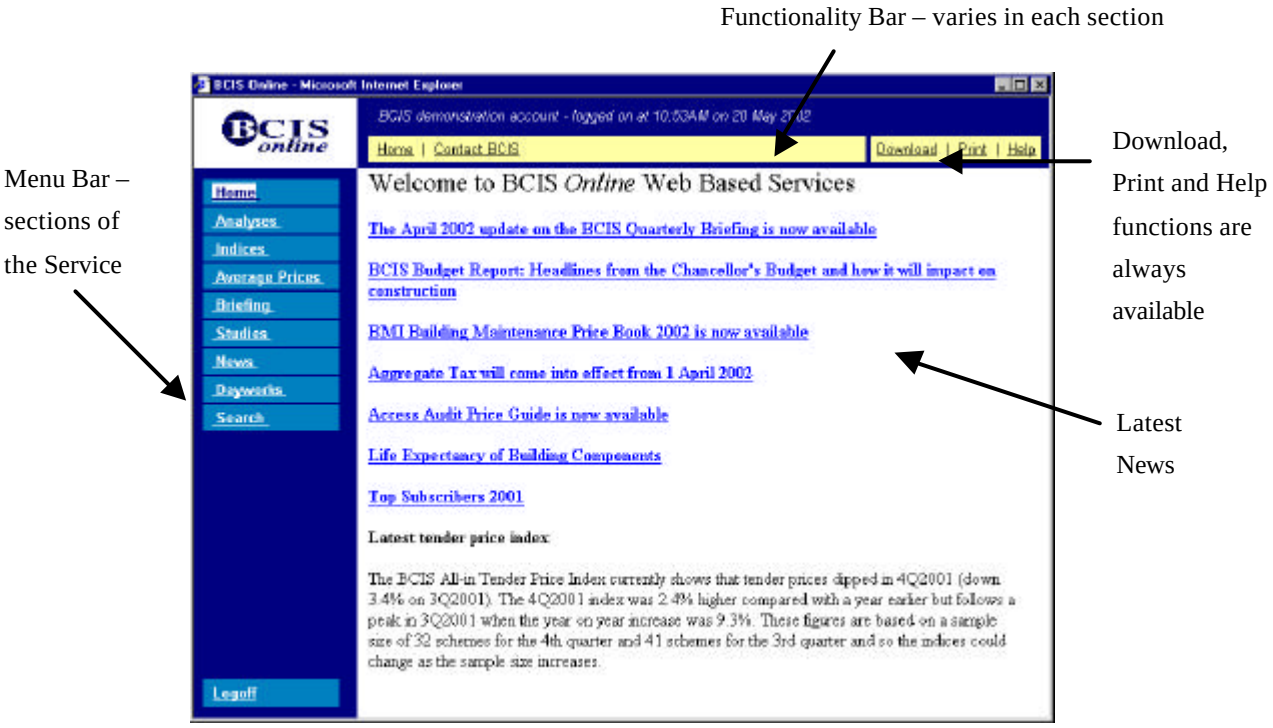
To set up a shortcut on a PC with Internet Explorer, click on the link towards the bottom of the Login page.

To set up a shortcut on a PC with Netscape Navigator press the 'Control' and 'D' keys.

4. Site Layout

As soon as you have logged into the service you will be presented with the home page. The blue menu bar on the left hand side of the screen will take you to any section of the service, and remains in place throughout the service. The yellow bar across the top is the functionality bar and varies in each section. To the right of the function bar is a short yellow bar that remains in place with options to 'Print' 'Download' and request 'Help'.

You can move between sections of the service using the blue menu bar, however, if you move in the middle of something (such as setting criteria for a search) the details will be lost.


Functionality Bar – varies in each section
Menu Bar – sections of the Service
Download, Print and Help functions are always available
Latest News
BCIS Online - Microsoft Internet Explorer
BCIS demonstration account - logged on at 10:53AM on 20 May 2002
Home | Contact BCIS
Download | Print | Help
Home
Analyses
Indices
Average Prices
Briefing
Studies
News
Dayworks
Search
Logoff
Welcome to BCIS Online Web Based Services
The April 2002 update on the BCIS Quarterly Briefing is now available
BCIS Budget Report: Headlines from the Chancellor's Budget and how it will impact on construction
RMI Building Maintenance Price Book 2002 is now available
Aggregate Tax will come into effect from 1 April 2002
Access Audit Price Guide is now available
Life Expectancy of Building Components
Top Subscribers 2001
Latest tender price index
The BCIS All-in Tender Price Index currently shows that tender prices dipped in 4Q2001 (down 3.4% on 3Q2001). The 4Q2001 index was 2.4% higher compared with a year earlier but follows a peak in 3Q2001 when the year on year increase was 9.3%. These figures are based on a sample size of 32 schemes for the 4th quarter and 41 schemes for the 3rd quarter and so the indices could change as the sample size increases.

Down the left hand side of the page is a list of the main sections of the service: Home, Analyses, Indices, Average Prices, Briefing, Studies, News, Dayworks and Search. The section you are currently working in is shown in a white block. You can move to another part of the service using any of the links in the blue border at any time – but if you are in the middle of something (such as setting criteria for a search) the details will be lost.

At the top of the page is a yellow bar within the blue border: the links shown within this bar are different for each section of the service. Click on one of the underlined words to move around within the current section of the service. Typically, you will work from left to right taking each option listed in turn, but this is not always the case.

The name of your organisation and the time you logged in is shown in a blue band across the top of the page. On the far right of the bar you will find links to print, download and help which are common to all sections of the service. Help will bring up a new browser window with help about the page you are viewing. Print will use your browser's capability to print the page (white area) you are viewing. You can download data in a variety of formats depending upon the content of the page:

- **Html -** this is the way that web pages are formatted on the Internet but it can be used in other applications such as word processing.
- **Jpeg** – graphs and other images can be downloaded in this format.
- **Xml** – currently only available for analyses, this format allows other applications to read and process the information.
- **Comma delimited** – another format which is suitable for importing into other applications such as spreadsheets. (Less functional than xml but more widely useable.)

There are sometimes links or buttons on the pages. Buttons usually update the same page (such as listing the building function codes from the headings you have selected). Links usually display more information, sometimes by opening up a new browser window.

Note: If you leave the browser for a while (currently 20 minutes) without doing anything it will close your session with BCIS. Please log out as soon as you have finished, using the Logoff button at the bottom of the blue menu bar. The ☒ button at the top right hand corner of your browser (on PCs) will also log you off.

Hint: Wait till the red 'Please wait…' message disappears from the blue bar at the top of the screen before trying to use a page (boxes and lists are often reset at this point).

Hint: Don't forget the slide bar on the right hand side of your browser that indicates there is more below what you can currently see on-screen.

Note: You are not able to use the forward and back buttons on your browser while on the BCIS site. These have been disabled to prevent the system losing track of where you are in the selection process.

Hint: Sometimes you have to select further information on a page, such as building functions from selected building function categories.

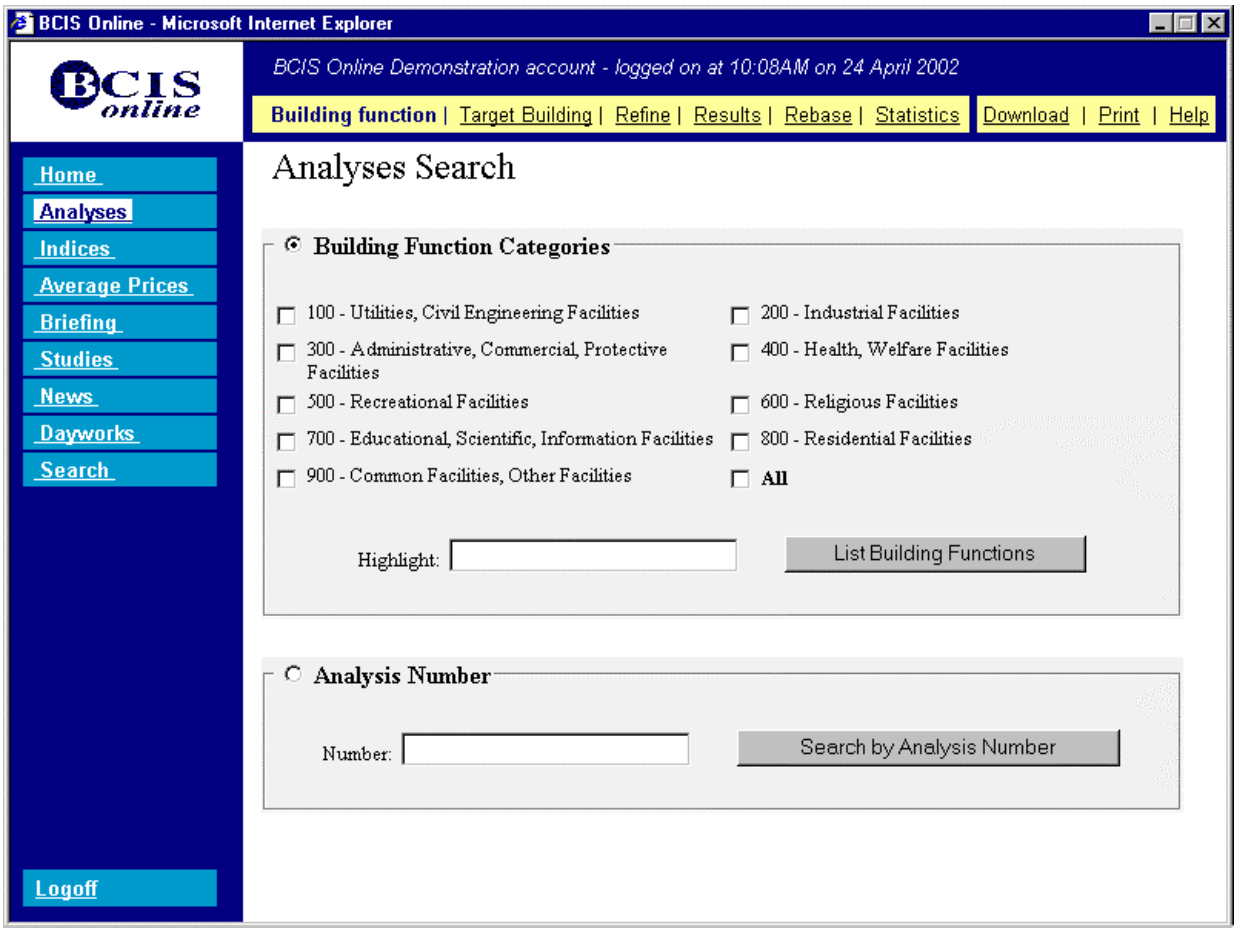
5. Home page

The Home page is updated with current headline news from the service, including service developments. The ‘Contacts’ link takes you to another page containing contact details for BCIS and our staff.

6. Analyses Section

Overview: The analyses section allows you to search the BCIS databank of analyses, matching relevant ones to your criteria and adjusting figures for location and time factors. Analyses can be downloaded and a statistical summary of selected analyses displayed.

After selecting a building function(s) you can enter some details of your target building, and then 'Refine' your search for relevant analyses using a range of available criteria. The Rebase function allows you to adjust prices in your selected analyses. The statistics function calculates average price information from your selected analyses. Analyses can be printed and downloaded.



i. Select building function

This is selected in two stages in the 'Building Function' section on the yellow bar. First, select the main building function category(ies) appropriate for your project eg 800 Residential. Then click 'List Building Functions' and the building functions within that category will be displayed. Select whichever are appropriate.

If you are not sure which building function category is appropriate, you can enter a word to search in the box, select 'All Categories' and press Return. This will search all of the categories for the word that you have entered. When the building functions are displayed, all of them will be listed. Any that are shaded grey, contain your selected word.

Some building functions are headings and may select a few connected functions. You can deselect any that are not appropriate, eg selecting 'Schools' will select 'Nursery', 'Primary', 'Secondary' schools etc.

If the building function that you have selected is not a common type, you may need to think about other building functions that could be used to obtain a range of useful information.

Selecting 'Results' on the yellow bar will take you directly to a list of all analyses matching your selected building function for the last eight years. However, you will get a more targeted selection if you enter some initial details of the building. Eight years is the default setting for the maximum age but this can be altered in the 'Target building' section.

ii. Target building

At this stage, you can enter some initial data about your project to begin the process of matching up relevant analyses.

A red bar with blue figures shows you, at any stage, how many analyses are available against the criteria that are either preset or that you have entered. The numbers show how many analyses there are in total, how many of those are Full Elemental Analyses, and how many are Group Elemental Analyses.

At any time, you can click on any of the numbers in the red bar to take you to a list of those analyses in the 'Results' page. If you just want to see Full Elemental Analyses, just select the figure showing how many there are.

At any point, to check how your new criteria have affected the number of analyses found, click on the 'Update Search' button.

Select the 'Type of Work' from the pull-down list of:

- All
- New build
- Horizontal extension
- Vertical extension
- Rehabilitation/conversion

You may ‘Refine’ these categories further in the ‘Refine’ section.

Enter the Gross internal floor area. The system will convert this into a range (from half to twice). Again, this can be refined further. Leave at ‘All’ to include any size of building.

Enter the Primary number of storeys as a number or leave as ‘Any’. If you enter a number of storeys it will be converted into a range where appropriate.

Select ‘Yes’ or ‘No’ for Air Conditioning and Basement or leave as ‘Any’ if you wish to search all projects. However, we recommend you start by leaving these set to ‘Any’ unless this specification is particularly important to your project.

iii. ‘Refine’ your selection

From the ‘Target Building’ page, click on the yellow bar to go to ‘Refine’. This will allow you to enter further criteria from the pull-down menu. Click on the list and scroll down to display the full list of options. Click on ‘Add/Modify’ criteria to display selection criteria. The criteria are set in different ways including:

- Parameters eg floor area ranging from 100m^2 to 500m^2
- Tick boxes eg construction methods: concrete, timber, steel and or brick
- Variable tick boxes eg regions

Again, a red bar will indicate the number of analyses matching the criteria that you have set, and will update when you click on ‘Update Search’. If your criteria return no analyses you may want to enter a broader selection against the criteria that you have entered.

Criteria that have already been set can be updated by clicking on the blue links.

Criteria available:

Age of analysis	A pull-down list will be displayed allowing you to select a specific year. Analyses in or after that year will be selected. The default selection is eight years prior to the current year.
Type of work	Further classifications against broad category eg New Build – Build behind retained façade.
Number of storeys	This allows you to enter or change the number of storeys.
Floor area	Gross internal floor area. You can select ‘All’ for any size of project, or select ‘Range’ and enter figures in the ‘From’ and ‘To’ boxes. To select all projects under a

certain area the 'From' box can be left blank. To select all projects over a certain area the 'To' box can be left blank.

Construction Codes	BCIS construction codes can be selected or deselected.
Air Conditioning	Specify this if you wish to select only analyses with or without air conditioning .
Basement	Specify this if you wish to select only analyses with or without a basement.
Location Codes	Region level codes will be displayed first of all and you can deselect an entire region or select only some of the region. If you select only part of the region, a list of the counties (Scottish Regions) will be displayed with similar options. You can make a selection down to district level. Each time you change a selection at region or county level the page is redisplayed, including an updated count of the number of analyses.

Hint: Use the location criterion only if you are searching for specific projects as you can adjust for the effect of location pricing levels using the 'Rebase' option. If you use the location criterion then deselect just the areas that you do not want, rather than selecting only those areas that are particularly relevant.

Client Codes	You can select or deselect client codes. As this is a hierarchical code you can select all or some of the codes at each level.
Text Search	Enter a search term such as 'Atrium'. The service will then search for analyses containing this word. You may need to enter variations eg plural terms.
Updated Cost	Enter a range for the completed cost of the project eg all projects over £25million.

Analyses are coded for specification against each element where practical. Select one of the following elements and you can select the form and/or type of construction for that element.

Substructure	Services equipment	Communications installations
Frame	Disposal installations	Special installations
Upper floors	Space heating and air treatment	Site works
Roof	Ventilating system	Drainage
Stairs	Electrical installation	External services
External walls	Lift and conveyor installations	Minor building work
Windows and external doors	Protective installations	Sanitary appliances
Internal walls and partitions	Wall finishes	Ceiling finishes
Internal doors	Floor finishes	Fittings and furnishings

iii. Rebase your results

You can adjust all the prices within selected analyses by either date or location factors or both. Click 'Rebase' on the yellow bar to make the required selection.

The pull-down list for date adjustment displays the quarterly BCIS All-in Tender Price Index (including forecasts). The default quarter is the current quarter. If you have already rebased figures and want to remove the adjustment, simply click on 'No adjustment'.

The pull-down list for location displays the regional BCIS factors followed by the county BCIS factors. The default is UK mean location (100). Location factors down to district level can be found under Tender Price Studies in the Studies section of the service.

If you know the index level you wish to adjust to then you can enter an index figure in the box provided. Ensure that the button next to the figure is marked if you wish to use it.

When adjusting figures the system will multiply costs by the date index selected and then by the location index selected. It will then divide by the BCIS All-in Tender Price Index for the quarter in which the base date of the analysis lies (not the project tender price index) and divide again by the BCIS location factor for the county in which the building is located.

Costs embedded in the text are not updated. Any costs that are updated change in colour from blue to red.

Note: BCIS is currently using the old (pre-unitary authority) list of local authorities.

v. Display the Results

Click on the 'Results' link on the yellow bar to display all levels of analysis, or click on the links in the red bar to view either Full or Group Elemental Analyses only. A brief summary of each selected project is shown. The project title is a link that will take you to further details of the project in a new window.

The summary information shown on the results page is:

- Job title
- Date for receipt of tenders
- Analysis number - unique reference
- Location

- Number of storeys (primary number of storeys followed by secondary number of storeys in brackets (if applicable). If there is a basement then this is shown by *.
- Gross internal floor area
- Accommodation and design text
- Total cost (of the building, excluding external works and contingencies and with prelims apportioned)
- Cost per m2 (Total cost divided by floor area)
- Level of analysis available

If the costs are shown in green then they are at the original tender price level. If the costs are shown in red then they have been rebased to a different pricing level (the figures used are given at the top of the page).

If drawings for this analysis are available they will be accessible via a link at the very bottom of the analysis report.

Hint: Make sure you have reduced the number of analyses selected down to manageable proportions before going to the 'Results' page, to improve the speed of display.

Hint: The building sub-total cost in the analysis summary will only be the same as the building sub-total cost in the analysis report if the preliminaries have been spread. To show the analysis costs with prelims spread, put a tick in the box at the top of the analysis summary page.

vi. Download Analyses

To download analyses, click on 'Download' in the yellow bar at the top right of your screen. To select only one or two analyses, click on the 'Select All' button and then select those that you require. Alternatively, deselect any that you do not require. Click 'Download' and you will be prompted first to select the format (comma separated, xml or html). Next you should right click on the text offered ('Please Right click here to download the file' then select 'save target as' and specify the location for the file when prompted (by your browser). Netscape users will be given the option to 'save link as' after the option to download the file.

When you download analyses the figures will be rebased if you choose html or comma delimited formats, but not if you choose xml.

Hint: To read an analysis into a spreadsheet, select 'xml format file'. Make sure you note the name and location of the file downloaded. You will need to have downloaded the BCIS Load Analyses spreadsheet. Go to 'Search' and enter 'xml spreadsheet' for links to further information and the download. Xml format files can also be imported into some cost planning systems.

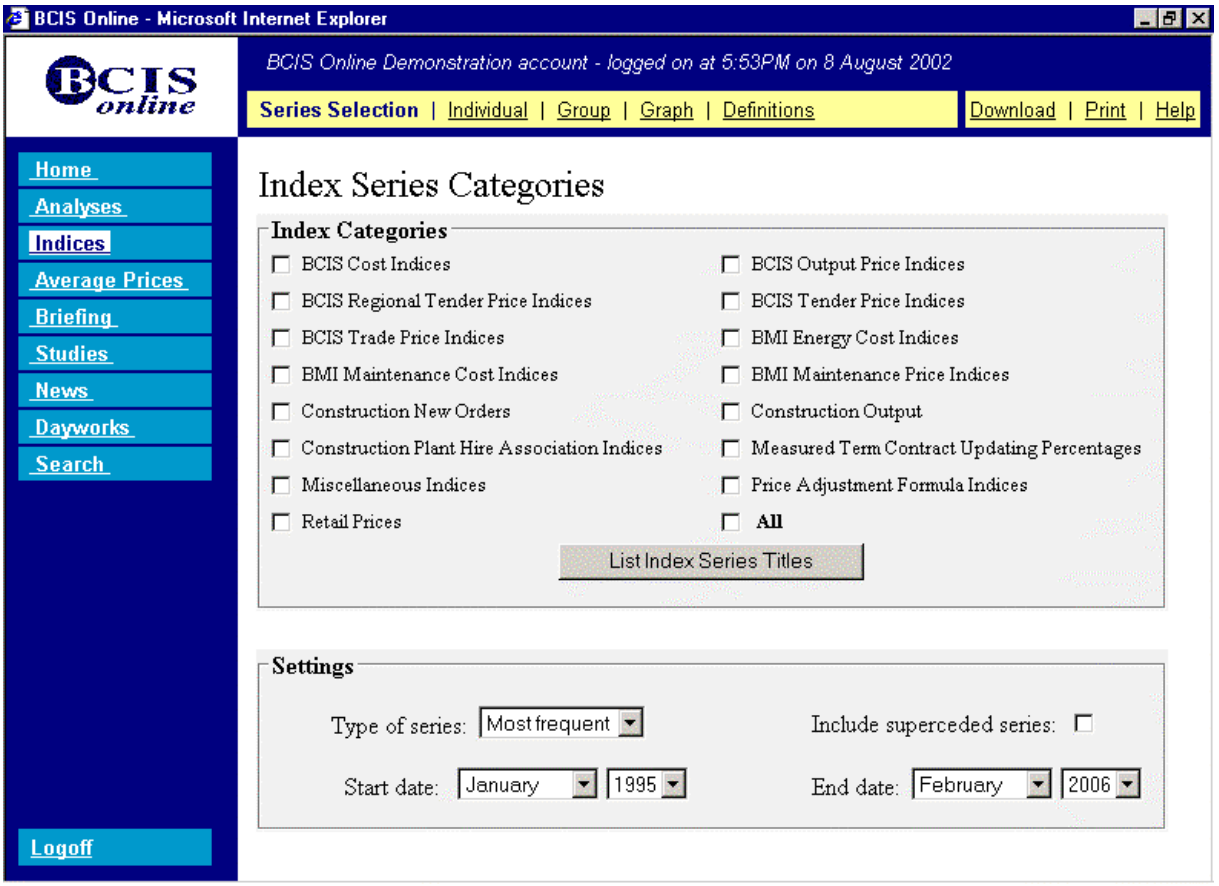
vii. Statistics

The Statistics page displays a summary of the selected analyses, including average prices and a scatter diagram.

7. Indices

Overview: A number of indices are available for selection, either individually or together for comparison. These are available at various frequencies eg monthly or annual and can be displayed to and from selected dates and in various formats including as a graph.

Select your required indices and date range from the 'Series Selection' page. Indices can then be displayed in different formats using 'Individual', 'Group' and 'Graph' options.



Select indices in the following stages:

i. Select the frequency of the indices

Select either 'Most frequent' 'All'; 'Monthly'; 'Quarterly' or 'Annual' frequencies from the drop-down menu. Please note that not all indices are available at all frequencies, eg the BCIS All-in Tender Price Index is available quarterly and annually but not monthly. The 'Most Frequent' will select a monthly index if available, or a quarterly or annual if it is not.

Adjust the range of dates for which you require indices using the pull-down lists, or leave at the default setting that covers the last few years, and extent of forecast information. Note that

these drop-down lists give the extreme range for all indices on the system rather than the series you have selected.

ii. Select the categories

Then select the category (ies) that cover the indices you want.

Note: If you require indices that have been superseded, select the superseded tick box in the top right hand corner. For example, BCIS first published the Tender Price Index on a 1st quarter 1974 base. If you would like to retrieve the old indices on this base then you must select superseded indices. In most cases (but not always) the current series will go back as far as the superseded series.

Click on 'List Index Series Titles' or press return to show all the indices within the categories you have selected.

iii. Choose individual indices

Select the indices that you require from the list displayed at the bottom of the page. The frequency of the indices is shown in their description.

iv. Select the display that you require:

- 'Individual' displays one index series after another and shows percentage changes from one period to the next. You can display as many series as you like in this format (but you will get a faster response with just a few at a time).
- 'Group' displays indices side by side for easier comparison (although viewing may be cumbersome if more than four are selected).
- 'Graph' displays the first five series that you have selected in a graphical format.

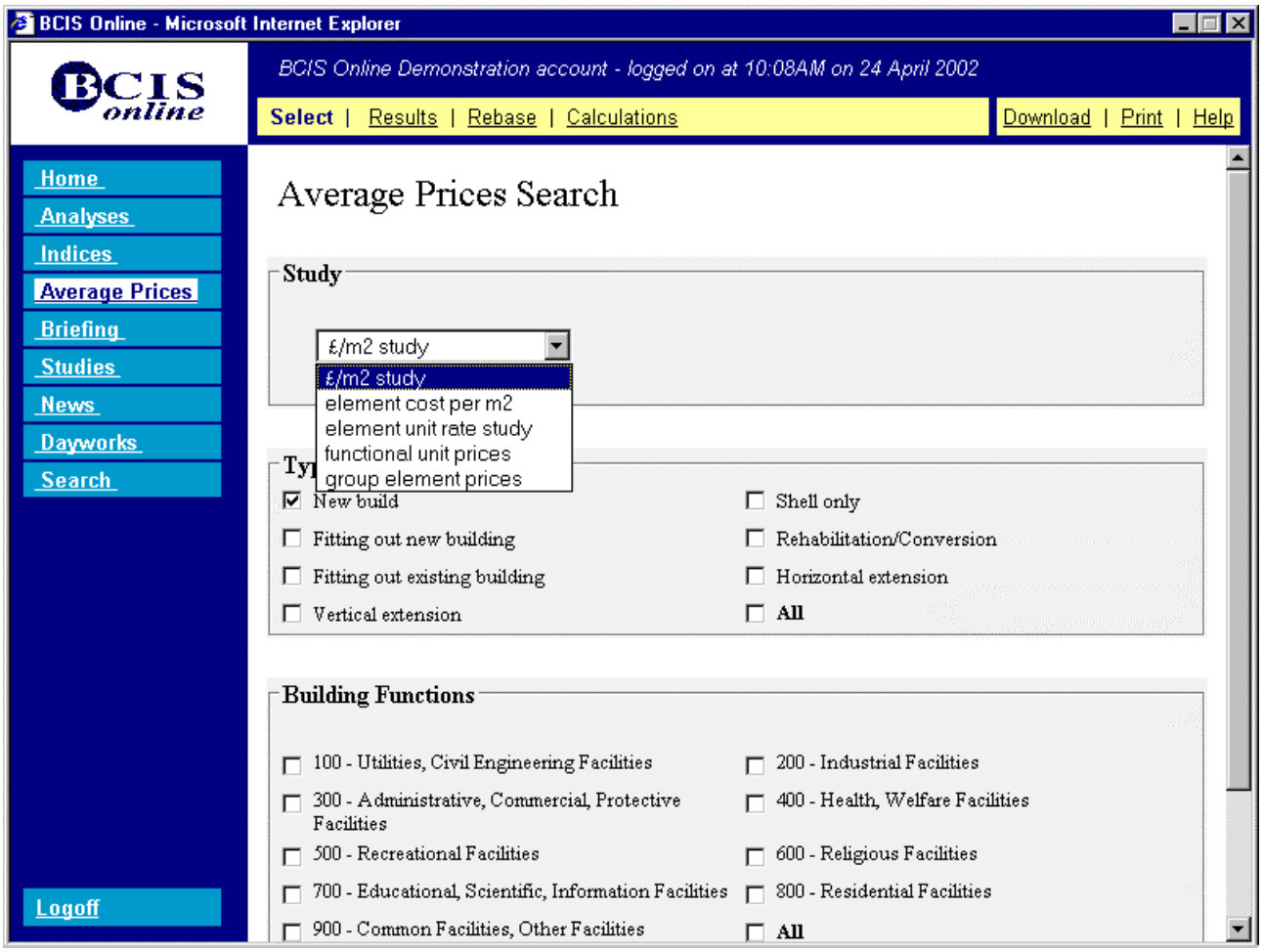
Hint: If you can't see the series you want then look again at the categories you selected and check the frequency.

Hint: If you are looking for old indices, try the annual series.

8. Average Prices

Overview: Using the BCIS databank you can view a variety of average prices for a range of building functions and types, numerically and graphically. These prices can be adjusted for date and location factors, and can be used in calculations for early cost advice; insurance reinstatement cost assessments and depreciated replacement cost valuations.

The 'Select' page allows you to select the study you need, the type of work and building functions. Average prices are then displayed in the 'Results' page. From here you can use the 'Rebase' page to adjust the pricing levels, and then return to 'Results' for adjusted prices. More detailed statistics, including graphical representation of the data, are available by clicking on any of the blue links for building functions in 'Results'. By selecting any of the displayed rates, you can use the automatic cost calculators for early cost advice, insurance reinstatement cost assessments and depreciated replacement cost valuations.



i. Select from the following studies using the pull-down list:

£/m^2 study	Cost of the building, excluding external works and contingencies and with preliminaries apportioned, expressed as a cost per m^2 gross internal floor area
Element cost/m^2	Cost of each building element, excluding external works, preliminaries and contingencies, expressed as a cost per m^2 gross internal floor area
Element unit rate	Cost of each building element, excluding external works, preliminaries and contingencies, expressed as an element unit rate
Functional unit prices	Cost of the building, excluding external works and contingencies and with preliminaries apportioned, expressed as a cost per functional unit
Group element prices	Cost of each group element, excluding external works and contingencies and with preliminaries apportioned, expressed as a cost per m^2 gross internal floor area

ii. Select one or more types of work for the £/m^2 and group element prices studies.

Other studies are only available for new build.

iii. Select the building function you require

Selecting the categories first and then the individual building functions you require.

Hint: Enter a word to highlight the classes of interest. This will redisplay the page, showing all the different building functions available in selected categories, with those containing your chosen word highlighted.

Some building functions are headings or sub headings. When you select one of these all the codes in the range will be automatically selected, although you can deselect those that are not appropriate. In addition, the average prices studies group some functions together under the headings to improve sample sizes, where appropriate. For example: 760 Libraries includes all libraries (ie anything coded 760 to 764).

iv. Display the 'Results'

Once you have selected the building functions you require, you can move on to look at the 'Results' or set up rebasing (adjust prices to a different date or location) using the links in the yellow bar at the top of the page.

Hint: Clicking on the list building function button a second time will clear your selection from the bottom of the page.

v. Rebase the 'Results'

The 'Results' you have selected will be displayed at the pricing level used when the study was calculated (usually the previous quarter) and at UK mean location, or adjusted to suit your project. The 'Rebase' page allows you to control this adjustment.

Adjustments can be made for either date or location or both. Equally, you can select one adjustment from the list while entering a figure for the other. Any figure in one of these boxes will only be used if the button is selected.

The pull down list for date adjustment displays the quarterly BCIS All-in Tender Price Index (including forecasts). The default is the current quarter.

The pull down list for location displays the BCIS Regional location factors followed by the County location factors. The default is UK mean location (100). Location factors at District level can be found in the 'Studies' section of the service. If you know the index level you wish to adjust to, then you can enter an index figure in the box provided

Costs will change in colour from blue to red when they are rebased, and you have returned to 'Results'.

Note: *In your initial selection, with 'Rebasing' off, all costs are adjusted to UK mean location.*

Note: *When adjusting figures the system will multiply costs by the date index selected and then by the location index selected. It will then divide by the BCIS All-in Tender Price Index used when calculating the study, and by 100 (to allow for UK mean location of 100).*

Note: BCIS is currently using the old (pre-unitary authority) list of local authorities.

vi. Display detailed 'Results'

Display detailed 'Results' for a category (including diagrams where the sample size is at least 10) by clicking on the category name.

Note: *If the costs are shown in grey then they are at the date used when the study was calculated (usually last quarter) and UK mean location. If the costs are shown in red then they have been rebased to a different pricing level (the pricing level used is given at the top of the page).*

vii. Calculations for early cost advice, insurance reinstatement and depreciated replacement cost valuation

Select the rate you wish to use by clicking on one of the figures in the ‘Results’ page and then select which calculator you wish to use. All of the rates (in blue or red) are active links to the three cost calculators. Additional information, such as building area, is required before you arrive at the final figure.

9. Briefing

The BCIS *Briefing* contains BCIS's review of the construction economy and background to BCIS forecasts.

Quarterly Briefing (text and pdf): A new commentary and forecast every quarter.

Executive Summary: Summary of the Quarterly Briefing

Update: Six weeks after the Quarterly Briefing, this updates both commentary and forecast.

Five year forecast (text and pdf): Each summer BCIS produces a long-term forecast.

'Economic Background': A series of regularly updated extracts from economic reports and statistics. Categories of information include:

- The economy
- Materials and wages
- Construction demand
- State of trade
- Forecasts

10. Studies

The yellow bar contains ‘Tender Price Studies’, ‘Contract Percentages’, etc. To look at a particular study, click on the link in the yellow bar (the first study in the list will have been selected when you enter the section).

BCIS Tender Price Studies measure differences in pricing level between different categories of building project. The section includes:

- Introduction to the BCIS Tender Price Studies
- Location Factors (Region, County and District)
- Location Factors (Region and County)
- Regional Trends (Regional variations over time)
- Selection of Contractor
- Building Function
- Building Height
- Type of Work
- Contract Sum
- Site Conditions

BCIS Contract Percentages Studies include preliminaries as a percentage of contract sum; percentage additions to PC sums and percentage additions to prime cost of dayworks. In each case, the study shows how the average level of these measures has changed over time. The Preliminaries study includes a version split by contract size.

Select the studies you want from a section and set the range of data. Then click on the section title to view the results. More detailed results can be viewed by clicking on a quarter or year with a blue link.

11. News

Abstracts of building cost related news items are listed in date order (the most recent first). Older articles are indexed and can be found through the 'Search' section. News relating to BCIS, BMI and the BCIS *Online* service can also be found using the links on the yellow bar.

12. Dayworks

The most recent Daywork rates for a range of trades are listed in this section. Clicking on a Daywork rate will take you to historical information on that rate.

This section also includes details of wage agreements for the main construction trades.

13. Search

To search the service, enter your search term in the box. Results indicating the number of times that your search term has been found in each section will be returned. Click on a blue link to expand the references in that section. You should then click on a link to go to that section. This search does not go across the content of analyses. To search analyses, use the text search function from the drop-down menu in the 'Refine' option in the 'Analyses' section.

14. Logging off

Please log off from the BCIS system as soon as you have finished by clicking on the logoff button at the bottom of the blue border. Logging of in this way will end your session on the BCIS server. Clicking on the close ☒ button at the top of your Internet Explorer or Netscape browser will also log you off. If you are using a Mac, click the button in the top left hand corner.

15. Contact Information

To contact BCIS for support with the service or for any other purpose:

Telephone:	020 7695 1500
Fax:	020 7695 1501
Email:	bcis@bcis.co.uk (for general enquiries) support@bcis.co.uk (for BCIS *Online* enquiries)
Service:	http://service.bcis.co.uk
Public web site:	http://www.bcis.co.uk

Building Cost Information Service Ltd
12 Great George Street
Parliament Square
London
SW1P 3AD

A full list of contacts at BCIS can be found in the Home section of the service.

16. Glossary

Browser: A piece of software that can access files over the Internet and display them on your screen. BCIS *Online* is optimised for Microsoft's Internet Explorer and can also run on Netscape's Navigator. See page 3 for further details.

Html: Hypertext mark up language - codes that are used to add format information, links and all the other features which you expect from a web page.

IP address: Each computer on the Internet has a number that is used as an address when passing data around the network.

ISP: Internet Service Provider - a firm offering connections to the Internet (you connect to your ISP either using a modem or with a leased line and the ISP provides the connection to the rest of the world). The RICS offers a 'free' (you only pay for the telephone call) service for individuals. If you need an Internet connection for your company then you will need to choose an ISP (for example Pro-Net 020 8200 3565) who can arrange connections using a single connection for your office network and other more specialist services.

Link: An area on a web page which when clicked will load a different page (or perhaps the same page again with different settings). On the BCIS site links appear in various places: words in the left hand blue border, underlined words in the yellow bar at the top of the page, underlined words in text on many pages, etc.

Rebase/Rebasing: A term adopted by BCIS, after a consultation workshop with users of the service, to cover the process of changing the pricing level of some costs. While it is not a common expression for the process of adjusting pricing level, it was chosen as a concise term that does not have any of the connotations of updating or backdating.

Server: A computer that offers a service to other computers.

Tender Price Studies: The group of BCIS Studies which measure differences in tender price level by such as location, contract value, number of storeys, etc.

URL: Uniform Resource Locator - a unique name (eg for a web page) on the Internet.

17. Terms and Conditions

The Building Cost Information Service (BCIS) is a reciprocal service and subscribers are expected to participate by supplying information. Copyright of the information and computer systems is vested with the Royal Institution of Chartered Surveyors (RICS).

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The BCIS data bank will normally be available 24 hours a day every day of the year, but there will be times when the system is not available because of a failure or for planned maintenance. BCIS will use its best endeavours to minimise disruption.

BCIS reserves the right to alter Terms and Conditions after giving appropriate notice. This Agreement shall be subject to and construed in accordance with English law.

8th May 2000

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